4 Jan. 1971

MEMORANDUM FOR THE RECORD

SUBJECT: OC New Building Planning Staff

1. Shortly after the construction of the present Headquarters Building was begun, an ad hoc staff was formulated in the OC to plan communications space and installation of equipment/circuitry at various locations within the building. Because of the diversified work to be accomplished, this Staff had to randomly draw upon several different Divisions within OC for the support needed to meet all requirements. The problems experienced by this group more than warrants consideration be given for the establishment of a designated staff chartered to plan for all new building secure voice, data, and video requirements well in advance of any additional major construction which would house communications facilities.
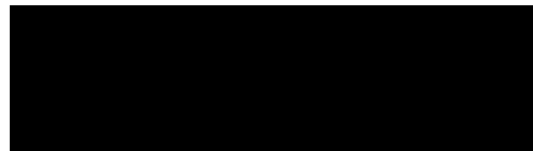
2. The question of whether there was a need for such a group and, if so, when to plan or budget for an on site New Building Planning Group was posed to the Deputy Chief, OC; Chief, OC-SCD; Deputy Chief, OC-CS; and Chief, OC-DO. While all agreed past experience predicates establishment of a Planning Group, and concurred in principle with the T/O proposed below, none believed it necessary to include any provision now in the FY 73-77 Program Call for such a staff. The basis for this decision was twofold: requirements at this early date are not clearly defined, and building plans are too indefinite. It was indicated there will be sufficient time to provide funds for, and formulate a Planning Group far enough in advance of, any forthcoming construction to amply provide for the needs of the Office of Communications.

3. The proposed nucleus of a New Building Planning Group is outlined below. Depending on the size and complexity of any new construction, this Group would be augmented to meet needs.

	Grade	Panel	
FY 73	GS-14	E	Engineer (Chief)
	GS-13	C or T	OPS Officer (Deputy Chief)
FY 74	GS-12	N	Electronics Tech
	GS-12	N	Wire Tech
	GS-12	S	EMSEC Officer
	GS-11	L	Supply Officer
	GS-11	N	Draftsman
	GS-07	A	Secretary

Funding requirements for the staff outlined above would be:

		Average Salary	Total Salaries	Plus 8.2% Benefits	FY-73 Costs	FY-74 Costs	FY-75 Costs	FY-76 Costs
1	GS-14	22,069	22,069	1,810	23,879	23,879	23,879	23,879
1	GS-13	18,923	18,923	1,552	20,475	20,475	20,475	20,475
3	GS-12	15,849	47,547	3,899		51,446	51,446	51,446
2	GS-11	13,642	27,284	2,237		29,521	29,521	29,521
1	GS-07	8,661	8,661	710		9,371	9,371	9,371
	Totals		124,484	10,208	44,354	134,692	134,692	134,692

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Communications Officer
Building Planning Staff, OL